

## **Washington Traffic Records Committee Meeting Minutes for November 7, 2005**

### **Attendees:**

Belles, Dan - WSP	Liu, Liana – FHWA
Davis, Dan – WSDOT	Loomis, Becky - DOL
Dunn, John - DOT	Madill, Chris - WSTC
Fernandes, Don - DOH	Marsh, Marcia WTSC
Gillett, Kirk – NHTSA	McKown, Randy - AOC
Griffin, Tami - WSDOT	Porter, Lowell - WTSC
Hensley, Kendra – DOL	Salzberg, Phil – WTSC
Jobe, Nadine - WSDOT	Sullivan, Paul – WSDOT
Koch, David - DIS	Turcott, Michael – WSP
LaMunyon, Jim - WASPC	Yamada, Anna - WSDOT
Limotti, Brian – WSDOT	

### **Alternative Vehicles: John Dunn WSDOT**

John reported on a conference in Virginia focusing on non-conventional vehicles such as pocket bikes, motorized skateboards, wheel chairs and motorized scooters. John said these vehicles are being used on roads and other surfaces with no insurance, licensing, registration, etc. People have been cited for negligent driving and are involved in accidents where riders experienced broken bones, head trauma or worse.

The implications of two questions were discussed: 1) How can we collect more accurate data on these vehicles to get a better picture of the issues surrounding these vehicles and 2) What are the long-term implications of these vehicles and what are our responsibilities regarding the safety of these machines and how do we respond to a vehicle that is not statutorily recognized as a vehicle?

Some of the concerns John expressed were that we are not currently getting the necessary information related to an incident involving a motorized vehicle such as year of vehicle, make, model description, and no vehicle information number exists for these types of machines either.

The committee discussed the concept of incident verse accident. Marcia acknowledged that FARS does capture some information regarding motorized vehicles involved fatalities. Lowell noted that across the country they are not viewed as a motor vehicle, cannot be tracked as one, are imported as toys, and not legal on the street due to lack of compliance of vehicle standards. He added that the motorcycle association has not chosen to address the issue at this point. Another member commented that sales are tripling each year which presents an ongoing and future challenge. Marcia added that ANSI D-16 definitions for them and if they fit we

should track them. The following were some additional points of discussion identified by the committee:

- Ownership: State issue or Government issue – Legislature will not be addressing it
- Reporting: Consistency of forms and SECTOR
- Implementation: Officer training
- Training/Communication: Consider a one-pager for officers outlining different ways of determining model, etc.
- Safety: Lights, headlines, legal equipment

DOL would like to discuss this further and possibly consider a policy for DOL purposes and needs. DOL does track accounts of non-licensed records; this is called “dry records.”

John Dunn will schedule a meeting to continue the dialogue on this topic. Marcia would like to be involved in this meeting as well. Additionally, new collision report training is being designed and could be tagged onto existing priorities. We will put this on the December meeting agenda for follow-up.

### **Coordinating responses to safety data inquiries: Dan Davis WSDOT**

WIZDOT, Highways & Local Programs, WSTC, CRAB, and various local entities find they are often responding to the same inquiry (duplicating efforts) whether it be from media or legislature.

To decrease this occurrence, some ideas were offered:

- Form a centralized location for launching requests
- Log a request for information
- File is opened for each request
- Keep track of who has requested what of whom ‘
- Post responses in the centralized location

Risks of responding to duplicated requests:

- Involves different agencies requiring time, people power
- Misinterpretation of data
- Resources being duplicated

### **WEMISIS Update: Don Fernandes DOH**

In the last two weeks five regional demonstrations have occurred.

Don summarized the lessons learned regarding implementation. The primary lesson is that agencies using paper want concurrent services with agencies that are solely

electronic. Don is looking at ways to speed the implementation piece addressing agencies only using paper.

Don is working with several groups to achieve cohesion in counties. This requires working with many entities involved with hospitals such as: dispatch, fire, ambulance, medical programmers, and hospitals themselves. If able to create this kind of cohesion in each county, we will have more complete information in which to support WEMISIS.

2007 EMS grant priority is county deployment.

The RFP for the database infrastructure and web-based solution is being written and will spend 30 days in contracts. He thought the contract will be ready to go before Christmas. He added that deployment of the initial phase is targeted for the beginning of May of 2006.

### **SECTOR Progress Report: Dan Belles WSP**

Dan began his update by acknowledging that the project team was busy and things have picked up. A pilot test is to be run in the next few weeks. Dan reported out on the following communications that have occurred:

- Updated Personnel
- Shelton training academy
- Collision data processing unit – Kip Johnson
- Demo SECTOR application in Redmond to law enforcement (50 + attendees)
  - Positive feedback during demonstrations
  - People are excited and want to get their hands on it now

King County at first was uninterested and is now expressing a desire to become involved. A project team of officers will test run the software entering data as well as testing various functions in the application. When the group involved finds the application to be solidly functioning, two officers will take it out into the field for more testing and feedback. Dan stated he believes this will occur sometime in December 2005.

The beta phase of the pilot test is targeted for January 2006. At that time participant numbers will be increased adding to the number of officers and courts involved in the testing. In December, officers will attend a half-day training to analyze, review, and offer feedback directly to the application designer. Dan stated if after the beta phase we are ready, the next step will be to purchase equipment for officers and make it available in the field. He reiterated that officers are clamoring to use SECTOR in order to move from paper to electronic methods of capturing incidents occurring in the field. Officer involvement has increased significantly which pleased all stakeholders working on SECTOR.

Additionally, some courts are anxious to begin accepting e-tickets now. Pierce County is the first of the district courts to embrace the change. Two judges in Cowlitz County are willing as well. Discussion was also held regarding education for judges. An announcement/update is planned for the next Judicial Conference.

### **DOL Architecture design project conclusion: Kendra Hensley DOL**

Kendra offered a report on the results and effects of eTRIP related to DOL. Of the \$40,000, \$20,000 was spent on design, and the process of getting DOL on board for this project. The assessment identified a number of processing changes. The cost of the work will could cost \$260,000. This work will help provide the appropriate compatibility for DOL to function properly with eTRIP. DOL is moving ahead. Kendra announced that a SOW is now ready for release in January and a planned completion by June 2006.

### **Review of eTRIP projects: Chris Madill WSTC**

Chris distributed and discussed a Gant chart capturing various projects, their related budgeted amount, current spending status, and future spending plans.  
(See attachment 1)

Both PTCR revision and accompanying database (CLAS) and Electronic Collision Filing Infrastructure (at DOL) are currently covered by a block grant from WTSC in the amount of \$450,000.

With regard to JINDEX, Chris reported we do not yet know the total cost for agencies to utilize the exchange mechanism but a place holder of \$100,000 has been established.

Discussion was held with regard to SECTOR Application support/help desk, related Electronic Citation Filing infrastructure (DOL), and the related monetary requirements verses available or planned funds. The outstanding need is \$789,000 (already captured in planning documents). Plans for the many aspects of this project are due to be completed in June/July of 2006 with an RFP to represent both. Concerns were raised that federal appropriations are not yet available and although expected, its delay could hinder the projects completion. Nadine, Kendra and Paul are to help create options to address the impact of late or possibly no appropriations available to carry out components of our strategic plan.

Don Fernandes inquired about the absence of appropriations and the plan of action to take if they do not arrive, how can we proceed? Chris clarified that continuing resolutions allows us to spend at last year's levels and added that we are funded up to November 18 (at last year's monetary levels). NHTSA also has a new section for state funding for Traffic Records Committees. Although these new grants will not be available until the US Congress and the President approve a transportation appropriations package.

With regard to budgeting, Brian Limotti flagged the group with the possibility of phases needed in SECTOR addressing improvements and expansion such as hand-held devices for motorcycle officers (laptops currently the focus). The Committee will need to address the future enhancement of SECTOR as implementation progresses and the desire to expand its capabilities grows.

Chris presented a slide (Attachment 2) outlining the current funding outlook for all Federal Fiscal Year 2006 eTRIP projects. Given there is currently \$200,000 to spend, Chris recommended the TRC obligate that money to the 2 highest priority projects according to the eTRIP Chart (Attachment 1).

**Motion:** Recommendation to obligate \$100,000 of current available funds (\$200,000) to the WSP to acquire an application and server support person for the test and implementation phases of SECTOR roll-out. Also, remaining \$100,000 will be obligated to DOL to develop disposition web services for eTRIP. First was offered by Brian Limotti (WSDOT), second by David Koch (DIS). Motion is unanimous with the group voting to move ahead.

Chris will report on the progress at the December 5<sup>th</sup> meeting.

### **Memo regarding TraCS: Chris Madill WSTC**

Chris reported that at various national meetings discussions are held regarding TraCS and activities related to a national model in which many state are participating. In the past, the State of Washington has raised concerns about several aspects of TraCS and asked that it be rewritten. Chris added that we had determined TraCS has some support and structure challenges due to the lack of a governance model and diminishing technical support from Microsoft for VB 6.0. This State has chosen not to utilize TraCS and be a part of the national model. We have pulled our licensing affiliation from TraCS by issuing a memo in May of 2005 (see attachment 2) explaining our intentions, concerns, and final decision. Chris shared this memo in the meeting to offer clarity to committee members as they may be called to explain Washington's position on this nationwide issue. The memo is attachment 3.

**Next meeting: December 5, 2005 at 1:30**

## Attachment 1

ID	eTRIP Initiative Projects	Start Date	End Date	Project Costs	2004			2005				2006				2007				2008			
					Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	
1	DOL Bar Code Imprinting of Washington Driver Licenses	9/3/2001	9/1/2006	Funded (\$334,000)	(\$334,000) DOL																		
2	DOL Bar Code Imprinting of Washington Vehicle Registrations	7/1/2004	9/29/2005	Funded (\$750,000)	(\$750,000) DOL																		
3	PTCR revision & accompanying database (CLAS) modifications	7/1/2004	6/30/2006	Partially Funded (\$20,000) need=\$155,000	(\$20,000) WSDOT				\$155,000 WSDOT Block Grant (WTSC/NHTSA)														
4	JIN Data Exchange (JINDEX) Information Sharing Platform	10/1/2004	4/28/2006	Funded (450,000)	(\$450,000) JIN Board (Office of Justice Programs)																		
5	In-vehicle Ticket & Collision Reporting (SECTOR) Software	10/1/2004	3/1/2006	Funded (\$400,000)	(\$400,000) AOC																		
6	SECTOR Hardware/Software Infrastructure at WSP/Local LEA	7/1/2005	9/30/2005	Funded (\$92,000)	(\$92,000) WTSC (NHTSA)																		
7	Web Services Architecture Design (Citation & Collision) at DOL	8/1/2005	9/30/2005	Funded (\$20,000)	(\$20,000) WTSC (NHTSA)																		
8	Electronic Citations Filing Infrastructure at AOC (JIS)	9/1/2005	2/27/2006	Funded (\$275,000)	(\$275,000) AOC																		
9	Service Additions to JINDEX to enable citation/collision exchanges	9/1/2005	9/29/2006	Partially Funded (\$200,000) Need=\$100,000	(\$200,000) JIN Board (DHS)				\$100,000 WTSC (NHTSA)														
10	SECTOR Application/Customer Support (Help desk)	10/3/2005	6/29/2007	\$250,000					\$100,000 WTSC (NHTSA)				\$150,000										
11	Electronic Citation filing Infrastructure at DOL	1/2/2006	9/28/2006	\$161,000					\$161,000 DOL & WTSC (NHTSA)														
12	Electronic Collision Diagramming Tool for SECTOR Software	1/2/2006	6/30/2006	\$200,000					\$200,000 CVARS (WSP/FMCSA)														
13	Hardware Acquisition & Installation for 400 WSP Troopers	3/1/2006	6/30/2008	\$2,380,000					\$500,000 [WSP Block Grant & WTSC (NHTSA)] & CVARS (WSP/FMCSA)				\$1,380,000				\$500,000						
14	Electronic Collision Filing Infrastructure at DOL	7/3/2006	9/29/2006	\$98,000					\$98,000 WTSC (NHTSA)														
15	Electronic Collision Filing Infrastructure at WSDOT (CLAS)	7/3/2006	1/3/2007	\$610,000					\$305,000 WSDOT Block Grant (WTSC/NHTSA)								\$305,000						
16	In-field State Route Graphical Location Reference Tool	4/2/2007	10/1/2007	\$150,000													\$150,000 WTSC (NHTSA)						
17	Records Management Retention Schedule System at WSDOT	1/2/2008	3/27/2008	\$40,000																	\$40,000 WTSC (NHTSA)		
18	Total Cost			\$6,685,000	Prior Expenditures (\$334,000)			FFY 2005 = (\$2,007,000)			FFY 2006 = \$1,819,000 Less (\$200,000) Remaining = \$1,619,000			FFY 2007 = \$1,985,000			FFY 2008 = \$540,000						

(\$) = indicates expended and/or allocated funds

\* Potential funding sources indicated below cost estimates

## Attachment 2

**eTRIP Funding Outlook**

FY 2006 Expenses:	\$1,819,000
JIN Grant for JINDEX	<u>(\$200,000)</u>
	\$1,619,000
WSP & WSDOT Block Grants	<u>(\$650,000)</u>
	\$969,000

**Funding Recommendation**

Current Available funds	\$200,000
SECTOR application/server support	(\$100,000)
DOL Adjudication data Web Service	<u>(\$100,000)</u>
	\$0
Remaining Need	\$769,000

## Attachment 3

**May 28, 2005**

**TO: Washington Traffic Safety Commission  
Traffic Records Oversight Committee**

**FROM: Washington Traffic Records Committee**

**RE: TraCS National Model and Washington**

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Washington's Traffic Records Committee (TRC) serves as a state and local stakeholder forum with representatives from the transportation, law enforcement, criminal justice, and health professions. This multi-agency coalition seeks to develop strategies and implement projects across multiple agencies to create a more efficient system for the collection, dissemination, and use of traffic related information. Ultimately, Washington's TRC seeks to improve public safety by providing more timely, accurate, uniform, and accessible traffic records data.

Primary among the projects currently underway is the acquisition of a software application to enable law enforcement agencies statewide to issue citations and create collision reports electronically. The TRC has been engaged in an extensive review process to assess the advantages and disadvantages of various industry alternatives.

As part of this review process, in October 2004, the TRC sent four representatives to the semi-annual Traffic and Criminal Software (TraCS) National Model Steering Committee meeting. Chris Madill, Washington Traffic Safety Commission (WTSC), Marlene Boisvert, Washington State Patrol (WSP), Randy McKown, Administrative Office of the Courts (AOC), and Paul Sullivan, Washington State Department of Transportation (WSDOT) represented the state's interests in high-level discussions concerning the future of the TraCS application.

TraCS is a data collection and reporting tool that runs on in-vehicle or office computers to allow enforcement personnel to prepare collision reports and other selected forms electronically. The application was originally developed by the Iowa Department of Transportation with funding assistance from several federal agencies. As a result, TraCS emerged as a freeware solution offered to states through a uniform license agreement.

In 2003, the Washington State Patrol and the Administrative Office of the Courts conducted the eCitation Pilot Test utilizing the TraCS software. This pilot project demonstrated the feasibility of issuing electronic citations and revealed several issues regarding the usability of the software. Officers noted that various "Windows-based" functions common to regularly used applications were not available in TraCS. Feedback also showed aversion to the data bar concept, a key user interface feature of TraCS. The data bar is a fixed entry field at the top of the screen where all information is entered. This concept is contrary to most electronic forms in which an individual tabs through various fields throughout the screen.



In addition to the concerns expressed by officers, a number of critical technical issues emerged. The application was written in Visual Basic 6.0 (VB 6). VB 6 is an aging environment and Microsoft Corp. has announced its intention to discontinue providing support in 2005. WSP, WSDOT, and the Department of Licensing (DOL) are migrating to the .NET (dot-net) framework. AOC is also rewriting their systems using the J2EE standard. Both J2EE and .NET represent current industry architecture standards and will be supported by Microsoft Corp. and Sun Microsystems for the foreseeable future. Both are open architecture technologies providing more flexible and scalable platforms and enhanced interoperability for future data integration projects.

Participating agencies have expressed hesitancy in implementing technology based on a dated architecture with diminishing support from its developer. The likelihood of unforeseen risks due to the migration of these agencies to more current architectures precludes the ability to utilize the current version of TraCS. The issue of rewriting the application was raised at the National Model Steering Committee meeting in October 2004. While the Committee acknowledged a need to eventually rewrite TraCS, no decision was made and the issue remains under review. Indications were that given funding constraints and the staff limitations of the TraCS developer, a release of a rewritten application would not be likely until early 2008. Such a delay presents additional risk to ongoing projects and lengthens the life of the inefficiencies of current paper-based systems.

Apart from user and technical issues is a concern regarding the governance structure of the National Model Steering Committee. Several discussions at October's meeting led to natural decision points requiring resolution. The absence of a defined decision-making process hindered the ability to reach consensus at these decision points. Other discussions about proposed modifications to the TraCS application and the process of prioritizing these proposals remained unsettled. The inherent difficulties of managing the National Model through a multi-state governing body could be minimized by more clearly defining roles for participating states and establishing explicit prioritization and decision-making procedures.

The TraCS application helped pioneer the concept of electronic data collection for law enforcement. Funding primarily from federal sources has created a low-cost solution capable of meeting the requirements of many states. However, the TraCS application should not be considered a blanket solution suited to satisfy the technical and functional requirements of every state.

As a result of Washington's technical infrastructure and identified requirements, the TRC has opted to pursue alternative solutions by requesting proposals from commercial providers. This option has recently become more feasible due to an increase in providers in the marketplace and a resulting decrease in procurement costs for such applications. Several state agencies have committed to leveraging internal resources, outside of federal funds, in the development and acquisition of an application tailored to the state. The agencies will acquire the source code to the application in order to minimize recurring service costs and maximize flexibility in implementation and maintenance. In consideration of the requirements brought forward by participating agencies and upon conclusion of the review of industry alternatives, the TRC believes this to be the most suitable course of action to serve the long-term needs of the state.